



**APPLICATION FOR LICENSURE  
AS A  
BAIL BOND RECOVERY AGENT**

FOR VALIDATION ONLY

Please select one of the following:

☐ **Bail Bond Recovery Agent License ..... \$300.00**

☐ **Endorsement to Bail Bond Agent License ... \$50.00**

License no. \_\_\_\_\_

**Make remittance payable to State Treasurer.**

**Send application with your remittance to:**

**Department of Licensing**

**PO Box 9048**

**Olympia, WA 98507-9048**

**Applicant Information**

LAST NAME		FIRST NAME		MIDDLE NAME	BIRTH DATE (MM, DD, YYYY)
CITIZENSHIP <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Resident Alien		SOCIAL SECURITY NO. (REQUIRED PER RCW 26.23.150)		<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX (   )	
PHYSICAL ADDRESS				<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX (   )	
CITY		STATE	ZIP	<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX (   )	
MAILING ADDRESS (IF DIFFERENT)				<input type="checkbox"/> CELL <input type="checkbox"/> HOME <input type="checkbox"/> WORK <input type="checkbox"/> FAX (   )	
CITY		STATE	ZIP	DATE FINGERPRINTS SUBMITTED TO WA. ST. PATROL	
EDUCATION <input type="checkbox"/> High School Graduate <input type="checkbox"/> GED <input type="checkbox"/> 3 Years Experience (attach proof)					

**Mandatory Training Information**

- Attach proof of training in the areas listed below (*be sure to provide the dates you attended training classes*).
- Include a copy of the training course curriculum and certification or transcript showing course completion.

**Civil and Criminal Law** (Check One)

☐ Self-Study    ☐ Training Attended – Date \_\_\_\_\_

**Procedures for Field Operations** (Check One)

☐ Exempt\*    ☐ Training Attended – Date \_\_\_\_\_

\* If exempt, submit documentation of length of service, duties, and date of retirement or separation from law enforcement, or as a peace officer in the armed forces, within the last 6 years.

**Date Class Attended**

**Firearms Training** .....

**Taser X/M26** .....

**Baton – Expandable, Straight Stick, or Side Handle** ...

**Oleo Capsicum (OC) Resin Sprays or Foams** .....

**COMPLETE THIS SECTION ONLY IF YOU WILL BE CARRYING A FIREARM WHILE WORKING AS A BAIL BOND RECOVERY AGENT**

<b>Firearms Certification</b>	FIREARMS CERTIFICATION NO.	DATE ISSUED
<b>Concealed Pistol License</b>	LICENSE NO.	DATE ISSUED
<b>Alien Firearms License – if applicable</b>	LICENSE NO.	DATE ISSUED

## Applicant Personal Data



1. Have you ever been convicted of a crime(s) in any jurisdiction as a juvenile or adult? If you answer NO to this question and you have a conviction history, your license may be denied for misrepresentation. If you answer YES, please provide the following information to determine your eligibility for licensure. Failure to provide the requested information will result in an incomplete application.

☐ Yes ☐ No

I was convicted of \_\_\_\_\_ in the state of \_\_\_\_\_  
on \_\_\_\_\_ by \_\_\_\_\_.

My conviction was (check one if appropriate, and provide copies of court documents):

☐ Dismissed ☐ Vacated ☐ Deferred

If any conviction has been sealed or expunged, please enclose copies of the court documents.

2. Is there a criminal complaint, accusation, or information presently pending against you or are you currently under indictment in this state, any other state, or the federal government, or any other jurisdiction? ☐ Yes ☐ No
3. Has any professional or occupational license, certification, or permit held by you been fined, suspended, revoked, refused or denied in this state, any other state, by the federal government or any other jurisdiction? ☐ Yes ☐ No
4. Have you ever had a civil court order, verdict, or judgment entered against you in any court of competent jurisdiction in this state, any other state, by the federal government, or any other jurisdiction? ☐ Yes ☐ No

## Examination Scheduling

Exams are given at Licensing Services Offices around the state. Please select the location you would most like to be scheduled for the exam from the list below.

Anacortes	1005 Commercial St	Mount Vernon	1920 S 3rd St
Auburn	3310 Auburn Way N Ste H	Omak	646 Okomo Dr, Ste E
Bellevue	525 156th Ave SE	Parkland	2502 112th St E Ste 200
Bellingham	3800 Byron Ave Ste 136	Poulsbo	19045 Hwy 305 NE Ste 140
Bothell	18132 Bothell Way NE Ste B6	Port Angeles	228 1st Street
Bremerton	4841 Auto Center Way Ste 101	Port Townsend	2300 S Park Ave
Centralia	2426 Reynolds Ave	Pullman	980 S Grand Ave
Clarkston	603 3rd St	Puyallup	405 W Stewart St Ste A
Colville	172 S Wynne St	Renton	1314 Union Ave NE Ste 4
Everett	5313 Evergreen Way	Seattle - Downtown	380 Union St
Federal Way	1617 S 324th St	Seattle - Greenwood	320 N 85th St
Ilwaco	208 First St	Spokane - East	11530 E Sprague Ave
Kelso	214 S Kelso Dr Bldg F	Sunnyside	2010 Yakima Valley Hwy
Kennewick	3311 W Clearwater Ste 110	Tacoma - South	6402 S Yakima Ave Ste C
Kent	25410 74th Ave S	Tacoma - West	8313 27th St W (University Pl)
Kirkland	10639 NE 68th	Union Gap	2725 Rudkin Road
Lynnwood	18023-E Hwy 99 N Ste E	Vancouver	1301 NE 136th Ave
Lacey	645 Woodland Square Lp SE	Walla Walla	145 Jade St
Marysville	601 Delta Avenue	Wenatchee	325 N Chelan Ste B
Moses Lake	1007 W Broadway	White Salmon	156 NE Church Ave

## Applicant Affidavit

I, \_\_\_\_\_, have carefully read the information on this form. Should I furnish any false information in this application, I hereby agree that such act shall constitute cause for the denial, suspension or revocation of the bail bond recovery agent license in the State of Washington.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

DATE \_\_\_\_\_ PLACE SIGNED (CITY & STATE) \_\_\_\_\_

**X**  
SIGNATURE OF APPLICANT \_\_\_\_\_

**UPON FILING, THIS APPLICATION BECOMES A PUBLIC RECORD AND IS SUBJECT TO PUBLIC DISCLOSURE.**

## **BAIL BOND RECOVERY AGENT APPLICATION REQUIREMENTS**

### **Do I need a bail bond recovery agent license?**

- Yes. If you locate, apprehend, and surrender fugitive criminal defendants into custody, you must apply for a bail bond recovery agent license.
- Yes. If you are a bail bond agent or qualified agent who intends to perform the duties of a bail bond recovery agent as described above, you must apply for a bail bond recovery agent endorsement.

### **What are the minimum requirements I must meet to qualify for a bail bond recovery agent license or endorsement?**

- Be at least 21 years of age
- Be a citizen or legal resident alien of the United States
- Not have been convicted of a crime in any jurisdiction, if the crime directly relates to the capacity to perform the duties of the bail bond recovery agent
- Have a high school diploma, GED, or proof of 3 years experience in the bail industry
- Complete pre-license training in the required topics
- Take and pass an examination covering the training topics

### **What kind of documents must I submit to get a bail bond recovery agent license?**

- A completed bail bond recovery agent application (*attached*)
- Proof of completion of a course of training in civil and criminal law listed below (*indicate on application if completed by self-study*):
  - o State statutes relating to bail regulations
  - o Constitutional law
  - o Procedures for exoneration and surrendering defendants into custody
  - o Civil liability
  - o Civil rights of persons who are detained in custody
  - o Basic principles of identifying and locating defendants to include public records, confidentially, and surveillance
  - o Contracts
  - o Powers of a bail bond recovery agent
- Certification showing proof of training in procedures for field operations listed below\*
  - o Use of force and degrees of force
  - o Safety techniques
  - o Entering and searching buildings
  - o Custody and transportation of prisoners including persons who are mentally ill or under the influence of alcohol or drugs
  - o Defensive tactics
  - o Power of arrest

\* **Exception:** In place of completing the training in procedures for field operations, proof of completion of a course of training required by a municipal, state or federal law enforcement agency or a branch of the armed forces to carry out the duties of a peace officer within the past six years.

- Certification showing proof of training in Taser X/M26
- Certification showing proof of training in Baton – either expandable, straight stick, or side handle
- Certification showing proof of training in Oleo capsicum resin sprays or foams rated at 100,000 to 2,000,000 Scoville Heat Units
- Proof of firearm training

### **Where can I take this training?**

- Training in civil law may be achieved through public or private instruction or self-study.
- Training in procedures for field operations may be achieved through public or private instruction.
- Training in the use of Taser, OC Spray, and/or Baton can be received by any instructor. Verification of their credentials before contracting their services is recommended.

### **What is required if I'm carrying a firearm while working as a bail bond recovery agent?**

- Proof of Firearms Certification from Criminal Justice Training Commission
- Proof of Concealed Pistol License
- Proof of Alien Firearm License, if you are a resident alien

**Will I have to take an exam?**

- Yes, all bail bond recovery agent applicants must take and pass an examination demonstrating their knowledge and proficiency in all of the training requirements. Applicants must correctly answer 35 out of 50 multiple-choice questions to pass the exam.
- Exams are scheduled after the Department of Licensing receives your bail bond recovery agent license application. You may choose where you prefer to take the exam from the locations listed on the application form.

**What are the fingerprint requirements?**

- All bail bond recovery agent license or endorsement applicants must be fingerprinted by a law enforcement agency on the enclosed fingerprint card.
- Completed fingerprint cards must be submitted to the Washington State Patrol with a check or money order for the processing fee of \$54 made payable to the Washington State Patrol, Identification and Criminal History Section.
- Mail to: Washington State Patrol  
Identification and Criminal History Section  
PO Box 42633  
Olympia WA 98504-2633
- If you would like to have your fingerprints taken and submitted directly at the WSP office in Olympia, you may contact them at (360) 705-5100 for more information.

**Where do I submit my application?**

- Mail your completed application and required documentation with a check or money order, made payable to the Washington State Treasurer to:  
Department of Licensing  
Bail Bonds Program  
PO Box 9048  
Olympia WA 98507-9048

**If you have questions or comments, please contact our office at:**

Telephone: (360) 664-6624

Fax: (360) 570-7888

Email: [Security@dol.wa.gov](mailto:Security@dol.wa.gov)